

DD/S REGISTRY

FILE OFM 1


10 MAR 1964

MEMORANDUM FOR : Chief, Records Administration Staff

SUBJECT : Federal Records Regulations, General  
Services Administration

1. Attached is a copy of the proposed new and revised chapters of Title 3, Federal Records Regulations of the General Services Administration, which has been received for the Agency's concurrence or recommendation for changes.

2. I have asked the Chief of the Logistics Services Division to review the section on mail management and the Chief of the Regulations Control Staff to review the section on directives management and to forward their comments to you by 20 March 1964. After reviewing the sections for which you have primary responsibility, please take into consideration any comments of the other components and prepare by 31 March 1964 a response to the Administrator for General Services for signature of the Deputy Director for Support.

  
Executive Officer to the  
Deputy Director for Support

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Attachment

GSA Federal Records Regulations

O-DD/S:MRW:jbb (10 Mar 64)

Distribution:

- O & 1 - Adse w/att (Att to DD/S 64-1346)
- ~~1~~ - DD/S subject w/DD/S 64-1346 & att)
- 1 - DD/S chrono

DD/S 64-1346: Ltr to DCI fm Act. Administrator, GSA dtd 14 Feb 64,  
subj: Re attaching cpys proposed Fed. Rcds Regs for  
review, etc.

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500060018-4

10 MAR 1964

MEMORANDUM FOR : Chief, Logistics Services Division, Office  
of Logistics

SUBJECT : Federal Records Regulations, General Services  
Administration

1. Attached is a copy of a proposed new section on mail management in the regulations of the General Services Administration. This section is one of several that the Acting Administrator of General Services has asked the Agency for concurrence or comment for changes.

2. Please forward your concurrence or comments by 20 March 1964 to the Chief, Records Administration Staff, who will prepare the Agency's response.

  
Executive Officer to the  
Deputy Director for Support

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Attachment

Section on Mail Management of  
GSA Federal Records Regulations

O-DD/S:MRW:jbb (10 Mar 64)

Distribution:

- O & 1 - Adse w/att (Section of att to DD/S 64-1346)
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fr cpy att)

DD/S 64-1346: Ltr to DCI fm Act. Administrator, GSA dtd 14 Feb 64,  
subj: Re attaching cpys proposed Fed. Rcds Regs for  
review, etc.


10 MAR 1964

MEMORANDUM FOR : Chief, Regulations Control Staff, DD/S

SUBJECT : Federal Records Regulations, General Services Administration

1. Attached is a copy of a proposed new section on directives management in the regulations of the General Services Administration. This section is one of several that the Acting Administrator of General Services has asked the Agency for concurrence or comment for changes.

2. Please forward your concurrence or comments by 20 March 1964 to the Chief, Records Administration Staff, who will prepare the Agency's response.

  
Executive Officer to the  
Deputy Director for Support

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Attachment  
Section on Directives Management of  
GSA Federal Records Regulations

O-DD/S:MRW:jbb (10 Mar 64)

Distribution:

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